

Agricultural Marketing Service
Office of the Deputy Administrator Marketing Programs
Cotton Division
Standardization and Quality Assurance Branch
Laborer, WG-3502-1/2
Standards Assembler

SJ CN35

I. INTRODUCTION

The Standardization and Quality Assurance Branch is responsible for the development, improvement, maintenance, preparation, and distribution of standards for cotton and related products.

The incumbent processes cotton used in official standards and assembles the standards.

This is a multi-level position description which covers the WG-1 and WG-2 levels in the career ladder. The following responsibilities are for the WG-2 target grade. The employee at the WG-1 level receives closer supervision than at the WG-2 level and is acquiring the experience necessary to operate at the full performance level.

II. DUTIES AND RESPONSIBILITIES

The employee performs several of the following tasks:

Prepares and places into small cartons samples of cotton from designated bales for a visual representation of the cotton. Selects a proper face for the sample and positions the grain of the fibers in the correct direction.

Assembles small cartons of samples into proper grades by positions which represent the range in color of that standard.

Adjusts color leaf and preparation, by the use of tweezers and shaper, of samples assembled into a grade standard to match or represent a replica of a physical grade standard referred to as "A Guide".

Affixes labels to cotton grade standard boxes and rolls of calibration cotton standards.

Stamps appropriate bale number on sample cartons.

Participates in photographing cotton standards by placing standards on copy board and/or operating camera. Affixes the photograph to the inside lid of the standards box.

Moves completed standards into storage area and stacks on shelves. Assists in the shipment of the official standards, as required.

Reads color of cotton samples for grade standards on colorimeter, plotting the color on a diagram rejecting those samples not meeting the color requirements. Identifies samples as to bale numbers, grade and standard position.

III. SKILLS AND KNOWLEDGES

Ability to follow guidelines and instructions.

Skill in assembling small cardboard cartons, attaching labels to boxes and paper-covered rolls.

Ability to match examples of cotton guides by color, leaf, and preparation.

Skill in using tweezers and shapers to add leaf to samples.

Ability to use a calorimeter after proper training.

IV. PHYSICAL EFFORT

Requires long periods of sitting at work table.

Requires occasional lifting of heavy objects and stacking of standards

Requires finger/hand dexterity to form sample "bricks", add leaf to the sample, and assemble the empty boxes. Also requires visual acuity to duplicate the proper amounts of color and trash.

V. WORKING CONDITIONS

Work is performed in a large bay-work area with good lighting and ventilation and in an adjacent warehouse area where bales, completed standards and supplies are stored. There is minimal exposure to cotton lint and dust in standards preparation area.

VI. JOB CONTROLS

The employee works under the general supervision of the Assistant Branch Chief or designee who provides specific instructions on assignments. Routine tasks are carried out independently based on past experience. Work is reviewed in progress and upon completion for accuracy and conformance with instructions.

Adheres to Equal Employment and Civil Rights policies, goals, and objectives in performing the duties of this position. Assures that written and oral communications are bias-free and that differences of other employees and clients are respected and valued.